

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Sign Manufacturing Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the manufacture of various traffic signs for the City of Norfolk, and ensures that signs are produced according to specification. Works with the emergency storm response team.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Manages sign fabrication by preparing cost estimates of a particular job, measuring the size of various signs, producing them according to uniform specifications, providing assistance to staff, and ensuring that jobs are completed in a timely manner.
2	L	Maintains inventory by tracking the stock of raw materials and completed signs and ordering materials as needed.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Some experience as a Sign Fabricator.
Certifications and Other Requirements	Valid CDL Driver's License
Reading	Work requires the ability to read work orders and technical materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write technical materials and correspondence.
Managerial	Managerial responsibilities include planning and delegating work assignments.
Budget Responsibility	N/A.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Measuring signs, manufacturing signs, taking inventory, observations
Sitting	F	Computer, manufacturing signs, operating machinery
Walking	F	To/from warehouse, to/from machinery, retrieving raw material
Lifting	F	Raw material, signs, tools
Carrying	F	Raw material, signs, tools
Pushing/Pulling	O	Carts
Reaching	F	Across machinery, retrieving raw material
Handling	F	Raw material, signs, tools
Fine Dexterity	F	Computer keyboard, welding, tools, telephone keypad
Kneeling	O	Manufacturing signs
Crouching	O	Manufacturing signs
Crawling	R	Manufacturing signs
Bending	O	Lifting raw material and signs
Twisting	N	
Climbing	O	Ladder
Balancing	O	Ladder
Vision	C	Computer, measuring signs, manufacturing signs, observations
Hearing	C	Staff, supervisor, telephone
Talking	F	Staff, supervisor, telephone
Foot Controls	O	Operating machinery
Other (specify)	N	

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Heat applicator, pneumatic roller, scissors, rulers, exacto knives, computer, sign manufacturing software, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	M
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes, goggles, dust mask, gloves, safety vest

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)